

Department of Accounts

Payroll Bulletin

Calendar Year 2005

August 10, 2005

Volume 2005-09

*In This Issue of
the Payroll
Bulletin.....*

✓ Payline Upgrades

The Payroll Bulletin is published periodically to provide CIPPS agencies guidance regarding Commonwealth payroll operations. If you have any questions about the bulletin, please call Cathy McGill at (804) 371-7800 or Email at cathy.mcgill@doa.virginia.gov

State Payroll Operations

Director	Lora L. George
Assistant Director	Cathy C. McGill

Payline

Payline Upgrades

Payline has been modified to allow individual employees to request changes to name, address and federal and state tax withholding information. The requested changes will be transmitted to agencies via e-mail to Human Resource and Payroll contacts, as determined by individual agencies, and should be updated in the appropriate systems, i.e. CIPPS and/or PMIS. All changes to federal and state tax withholding must be supported by a paper copy of the appropriate tax form (W-4, VA-4, etc) submitted by the employee to the Payroll office.

Changes may be requested to the following fields:

- A. Employee Name: First, Middle, Last
- B. Employee Address
- C. Employee Home Phone
- D. Employee Work Phone
- E. Employee Federal Tax Marital Status – W-4 required
- F. Employee Federal Tax Exemptions – W-4 required
- G. Employee Federal Additional Tax Election – W-4 required
- H. Employee State Tax Marital Status – VA-4 required
- I. Employee State Tax Exemptions – VA-4 required
- J. Employee State Additional Tax Election – VA-4 required
- K. An employee comment box
- L. The employee's e-mail contact information (pulled from their personal options information).

Payline can be accessed using the following web address:

<http://payline.doa.virginia.gov> .

Continued on next page

Payline, continued

Payline Contact Information Agencies are asked to supply the following information as soon as possible to ensure that changes requested by employees through Payline are communicated appropriately:

Human Resources Contact Email Address
Payroll Contact Email Address
Payroll Service Bureau Representative Email Address.

The attached form must be completed by each agency and submitted to DOA. When employees request changes in Payline, an automated email will be sent to the HR and Payroll contact personnel detailing the changes. The email should be retained as source documentation for all changes except the tax changes. **The employee must complete the appropriate tax form and submit it to the agency before any changes are made in CIPPS, regardless of what the employee has entered in Payline.**

Note: Until the contact information requested on the form is provided, emails generated by employee changes in Payline will go only to the agency Payroll contact email currently on file.

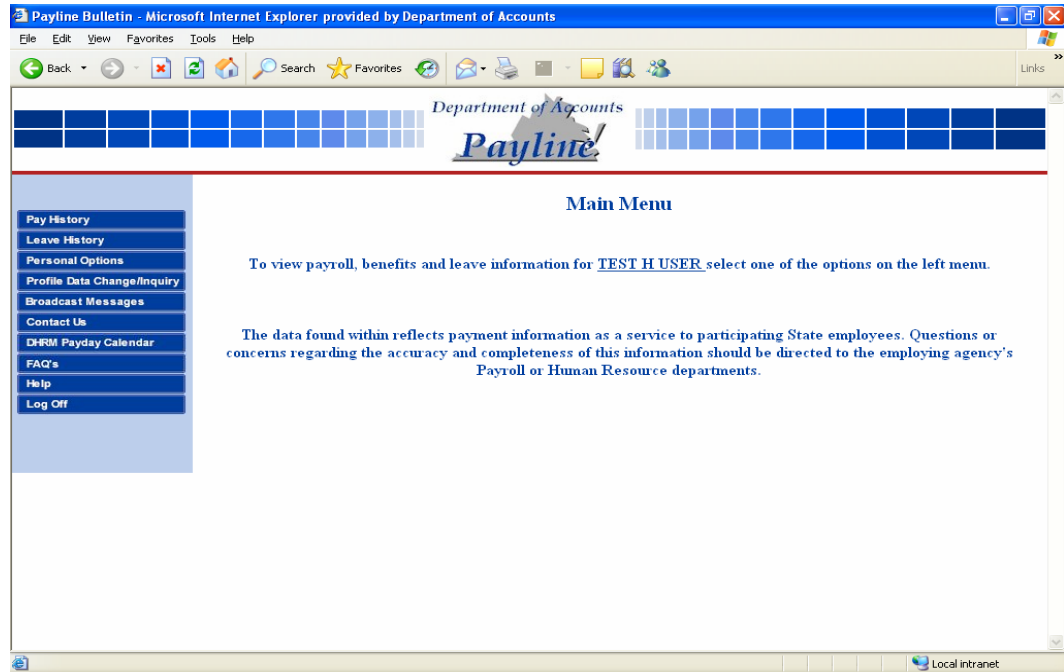
Profile Data Change/Inquiry To access the Profile Data Change/Inquiry function:

1. Access Payline
2. Click on Main Menu Button
3. Click on Profile Data Change/Inquiry Button
4. Review the Employee Profile Data Information
5. Click on Edit Button to make changes.
6. Make appropriate changes.
7. Once changes made, click on Accept or Cancel.
8. Emails will be sent to the agency contacts. Agencies may require an employee to submit further documentation for these changes.

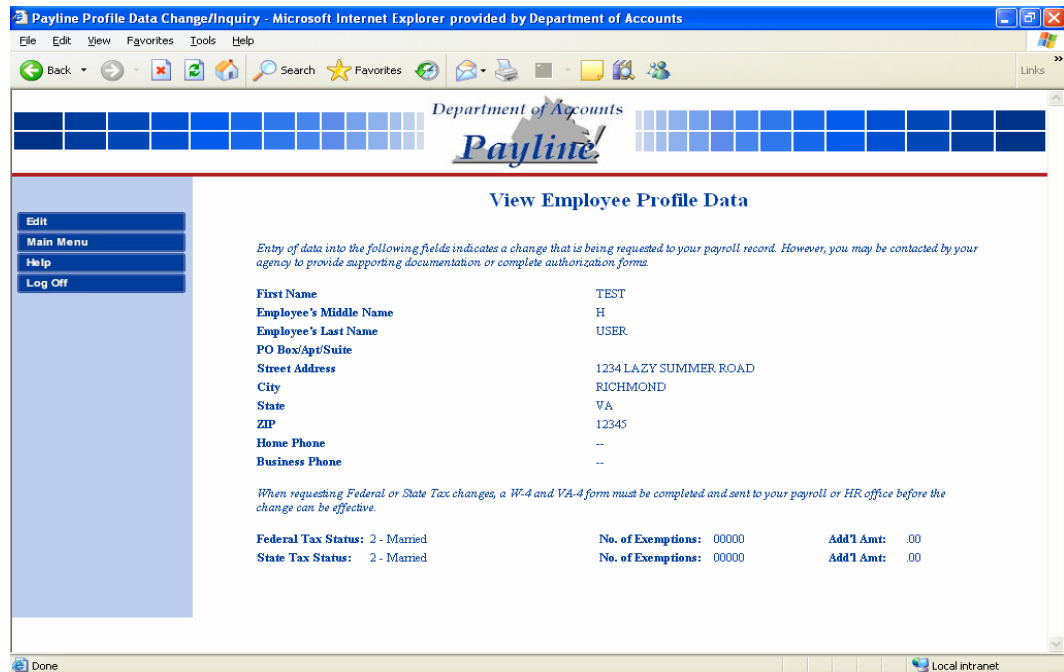
Continued on next page

Payline, continued

Main Menu



View Employee Profile Data



Continued on next page

Payline, continued

Edit Employee Profile Data

Payline Profile Data Change/Inquiry - Microsoft Internet Explorer provided by Department of Accounts

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Links

Edit Employee Profile Data

Entry of data into the following fields indicates a change that is being requested to your payroll record. However, you may be contacted by your agency to provide supporting documentation or complete authorization forms.

First Name	TEST
Employee's Middle Name	H
Employee's Last Name	USER
PO Box/Apt/Suite	
Street Address	1234 LAZY SUMMER ROAD
City	RICHMOND
State	VA
ZIP	12345
Home Phone	
Business Phone	

When requesting Federal or State Tax changes, a W-4 and VA-4 form must be completed and sent to your payroll or HR office before the change can be effective.

Federal Tax Status:	2 - Married	No. of Exemptions:	00000	Add'l Amt:	.00
State Tax Status:	2 - Married	No. of Exemptions:	00000	Add'l Amt:	.00

Additional comments or inquiry text can be entered below:

Comments:

Local Intranet

PAYLINE AGENCY CONTACT FORM

Please FAX this form to 804-225-3079

or

Mail this form to:

J.R. Rodgers
Department of Accounts
Monroe Building - 2nd Floor
P.O. Box 1971
Richmond, VA 23218-1971

FROM: _____
(Name) (Agency Name) (Agy #) (Phone #)

Payroll Contact	
NAME	
Phone No.	
Fax No.	
E-Mail Address	

Human Resources Contact	
NAME	
Phone No.	
Fax No.	
E-Mail Address	

Payroll Service Bureau Contact	
NAME	
Phone No.	
Fax No.	
E-Mail Address	